

Instructions for Filling out Interpreter Services Vouchers

Upper Section:

Fill in your name, language, supplier # (on the "Contract #" line)—the number shown on your checks from Clark County, address and signature. This must be done on each voucher. See instructions below for e-signatures.

Mark the appropriate box for your WA state interpreter status: Certified, Registered or Neither

Fill in the block of time for which you are scheduled (one block per page), i.e., 8:30-10:30 AM, etc.

Fill in the date service was rendered, i.e., one date, one block of time per voucher.

RATE – The rate per hour you charge based on your filed *Professional Services Contract*.

Middle Section:

Fill out each box on each line of your voucher from left to right as follows:

DEFENDANT NAME— Surname(s), first name (of defendant, litigant or party)

CASE NO. – The full case #, including LEA (Law Enforcement Agency) abbreviation if available, i.e., VPD, CLS, WSP, DFW (See *Hearing Type Abbreviations for Court Hearings* for a complete listing.)

CASE TYPE – See *Case Type Abbreviations for Court Hearings* for listing of abbreviations.

HEARING TYPE – See *Hearing Type Abbreviations for Court Hearings* for listing of abbreviations. NOTE: "OTH" is used only for this specific type of in-court hearing, whether live or remote. "NONE" should be put for any non-hearing appointments out of court.

LOCATION -- Put Judge/Commissioner's name, Floor #, Courtroom/Department # or other location name such as Jail, Attorney office, etc. **Remote proceedings: Simply put Judge/Cmsr.'s name & "Zoom," if done via Zoom. Indicate if telephonic appointment. During COVID-19 restrictions: for appt's where you appear in person, indicate "in person."**

TIME IN – Your scheduled start time. Round each assignment to 15-minute increments. If you arrive more than 10 minutes late, make your start time 15 minutes later than your scheduled time, if more than 25 minutes late--30 minutes later, etc. Subtract any late time from your scheduled time.

TIME OUT – Round to 15-minute increments. You may put your actual time worked on each case and then write your total minimum or actual hours on the "Total Hours" line.

APPROVER'S PHONE EXTENSION & INITIALS –

In-person Interpreting: You must have this box physically initialed by clerks, attorneys, probation officers or other official personnel for each assigned on-site case, upon finishing each assignment. This must still be done if you scan/email your vouchers in for billing. You may also put "as per schedule" when doing on-site courtroom/Probation office checks or have the Interpreter Coordinator/Staff Interpreter initial. **Remote Interpreting:** Put the Zoom ID# in this box. You will otherwise need to

resubmit your voucher. **Telephonic Interpreting:** See “LOCATION” instructions above. Put “as per schedule” in this box.

Lower Section:

TOTAL HOURS – Either your minimum charge time or your actual time worked, if over the minimum, in 15-minute increments.

AMOUNT- Multiply Total Hours by Rate to give total dollar amount claimed.

(ALLOWED) MILES – Total miles claimed, as per your filed *Professional Services Contract*

AMOUNT- Multiply (Allowed) Miles claimed by the current published IRS rate per mile.

Travel Time: Allowable claim ONLY in “**exceptional** circumstances,” as per the *Interpreters’ Payment Policy* in the *Professional Services Contract*. Usually only paid for interpreters travelling long distances. Please check with the Interpreter Coordinator. Enter on a separate line. Write “Travel Time” in the “DEFENDANT NAME” box and then your total travel time in the “TOTAL TIME” box on that line (separate from interpreting time). It is helpful to enter the rate and total dollar amount in the “APPROVER’S...” box. Include the total of both interpreting and travel time on the “Total Hours” line, as well as the total dollar amount for both on the (first) “Amount” line.

Total Amount Due -- Total amount claimed for all interpreting time and mileage (and travel time), if any

Below, sign your name, print your name, and put the date you sign/submit your voucher.

E-signing: There are various ways to e-sign, one of which is to simply sign your name with a pen and then scan/email. You may also scan and save your handwritten signature, to use at any time in the future. Using the “Help” feature in Word, type “Insert a signature” in the search field, and then follow the instructions for “Create and insert a handwritten signature.”

A fairly easy way to e-sign is to use the signature feature within a PDF document. Follow these steps:

- *Save as* the voucher as a .pdf document.
- Click on the *Fill & Sign* pen icon.
- Click on the *Sign* ink pen icon.
- Click on *Add Signature*.
- Click on the *Draw* ink pen icon.
- Using your mouse, draw your handwritten signature on the line and then click *Apply*.
- Your signature will appear “floating.” Click & drag with your mouse onto the signature line and then click out of the field. Click *Save* (Replace existing .pdf file). NOTE: Once this is done, you will still be able to fill in new fields, but you will no longer be able to edit any existing fields in the form.

If emailing, send all completed vouchers to: DistrictAccounting@clark.wa.gov and Cc: DistrictCourtIntCoor@clark.wa.gov. If using triplicate hard copy forms, turn in both the white and yellow copies to the Interpreter Coordinator/Interpreter Office; keep the pink copy for your records.